

**KHEAA
EMERGENCY PROCEDURES
FOR EMPLOYEES**

**EMERGENCY ALERT NUMBER 7200
IF NO ANSWER CALL-----9-911**

FIRE

If a fire is verified, alert others in the immediate area.

If more than one person is in the area:

- One must call **EMERGENCY Number 7200** to report the situation and remain on the phone if requested.
- If the fire is small or confined and you are trained, attempt to extinguish with a fire extinguisher. If you extinguish a fire on your own or with others, you must call **EMERGENCY NUMBER 7200** to report the incident to the **FRANKFORT FIRE DEPARTMENT**.
- If you are alone, you must decide which to do first depending upon the situation and the extent of the fire.
- Activate a fire pull station only if instructed to do so by the party at **EMERGENCY NUMBER 7200**.
- If you are told to evacuate, use the nearest exit to the safe assembly area. The elevator will be reserved for disabled employees and the Frankfort Fire Department personnel.
- Disabled persons will be assisted to the elevator for pick up by floor monitors or volunteers.
- If the mechanical fire alarm sounds prepare to evacuate the building but wait if possible for the announcement. There may be areas in and around the building you need to avoid.

BUILDING EVACUATION

If you are instructed to evacuate:

- Evacuate by the nearest exit.
- Remain calm and assist others as needed.
- Enter EXIT stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down.
- Do not attempt to move UP the stairwell or return to your workstation.
- Move out and away from the building to the safe assembly area (see map for location of the safe assembly area) and stay 300 feet from the building.
- Be on the alert for incoming emergency vehicles as you are evacuating the building.
- Do not leave the safe assembly area until the Officer in charge announces the all clear.
- Stay with your evacuation group for a head count by section/unit supervisors.

MEDICAL

If illness or injury occurs in your area render whatever aid you can. Call 9-911 being as specific as possible and give the exact location of individual(s) needing help. Stay on the phone if requested.

- Be prepared to meet or have someone meet the emergency personnel at your floor.
- Protect the injured or ill person from on-lookers.
- If you have called **9-911** without contacting **7200** call immediately to notify or for other assistance.
- You may call **EMERGENCY NUMBER 7200** and allow the person receiving the call to implement the proper medical emergency procedures.

SEVERE WEATHER

- Call **EMERGENCY NUMBER 7200** if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the line if asked to do so.
- If you receive an announcement to seek shelter please evacuate to the area designated as TORNADO SHELTER. The TORNADO safe area for the building at 100 Airport Road is in the center hallway of the building in the lower level.
- Remember your options: center hallway on the lower floor, center hallway regardless of the floor or get under something sturdy as a last resort. Stay away and clear of all glass.

EARTHQUAKE

- Keep calm. Don't run or panic. Stay where you are.
- If you are indoors, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building away from windows and outside doors.
- If outside, stay in the open away from buildings and utility wires.
- Do not attempt to leave the building unless instructed by emergency personnel at your facility.
- Do not use candles, matches or other open flames.
- Prepare for an after shock of equal intensity in most cases.

BOMB OR OTHER SECURITY THREATS

- If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the threat checklist accompanying these procedures, which provides the type questions you should ask the caller.
- Immediately report the threat to person answering at **EMERGENCY NUMBER 7200** and remain on the line for instructions.
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at **EMERGENCY NUMBER 7200**.
- You may be asked if you notice anything or any object that is unusual or out of place in your area. If you do, do not disturb the item and immediately call, **EMERGENCY NUMBER 7200**
- . If an evacuation is ordered please follow instructions closely and leave the building for the safe assembly area.

ANTHRAX

WHAT IS IT? It is bacteria with spore-forming rods; likes to live in the soil.

HOW IT WORKS: Humans become infected when coming into contact with spores, by touch or inhalation. The spore then produces a toxin that can be fatal. The incubation period for inhalation anthrax is 1-6 days.

LETHAL AMOUNT: One billionth of a gram (the size of a speck of dust).

SYMPTOMS: Flu-like symptoms, high fever, fatigue and cough.

TREATMENT: Antibiotics, including penicillin.

PREVENTION: Vaccine.

MAIL DELIVERED THREAT

Recent exposures to ANTHRAX have come from letters containing powdered ANTHRAX spores. Listed below are some warning signs for SUSPICIOUS MAIL and WHAT TO DO if you receive a letter or package that you suspect of containing ANTHRAX or any other dangerous GERM.

SUSPICIOUS MAIL:

- Unexpected mail
- No return address or excessive postage
- Unfamiliar return address
- Message reading, "personal" or "to be opened only by addressee"
- Postmark does not match return address

- Lopsided or bulky
- Strange odor or ticking sound
- Mailed from a foreign country
- Excessive wrapping, tape or string
- Oily stains, discoloration or crystallization on wrapper.
- Call your supervisor and building emergency number 7200 and explain the situation. Emergency number 7200 will contact emergency personnel if needed.

HOW TO HANDLE SUSPICIOUS MAIL:

- Don't open it
- Double-bag the suspicious mail in a sealed plastic bag; use latex gloves. If you can't find a container, cover the envelope or package with clothing, paper, or a trash can, and DON'T remove this cover.
- Leave the room and close the door. Keep others from entering the room.
- Wash your hands with soap and water.
- Contact your supervisor and building emergency number 7200 and explain situation. Emergency number 7200 will contact emergency personnel if needed.
- Remove contaminated clothing and put it into a plastic bag that can be sealed. Give to Law enforcement
- Shower with soap and water as soon as possible. DO NOT USE BLEACH OR DISINFECTANT ON YOUR SKIN.
- List all people who were in the area when the suspicious letter or package was recognized. Give this list to law and health officials for follow-up investigations.

ENVELOPE with POWDER and POWDER SPILLS ONTO SURFACE

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately.
- Then LEAVE the room and CLOSE the door.
- WASH your hands with soap and water.
- Call your supervisor and 7200 to report the incident.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. Give bag to emergency responder.
- SHOWER with soap and water as soon as possible.

WORKPLACE VIOLENCE

- The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel.

- This includes verbal and physical harassment, verbal and physical threats and any actions that may cause others to feel unsafe in their workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur.
- All threatening incidents will be investigated by management and documented in personnel files.
- A sample violence documentation form is enclosed for your convenience.
- Call Facilities Security at **695-6380** if assistance is needed then notify **7200** and explain why you called Security.

Report all other incidents to **Emergency Number 7200** that are not covered in these procedures.

If you have any questions please contact **EMERGENCY NUMBER 7200** or Ron Hacker at **4-3000 EXTENSION 233**.

SAMPLE VIOLENCE DOCUMENTATION FORM

Date/Time of Incident:	Date/Time Reported:
Reported to:	Reported by:
Location:	Type of Incident:
Perpetrator:	Victim:
Witnesses:	
Describe the incident:	
List actions taken in response:	

Report Prepared by: _____

Date Prepared: _____

QUESTIONS TO ASK----BOMB THREAT

1. When is the threat going to occur? _____
2. Where will it happen? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLERS VOICE (circle)

Calm	disguised	nasal	angry	broken
Stutter	slow	sincere	lisp	rapid
Giggling	deep	crying	squeaky	excited
Stressed	accent	loud	slurred	normal

If voice is familiar ,whom did it sound like? _____

Was there any background noises? _____

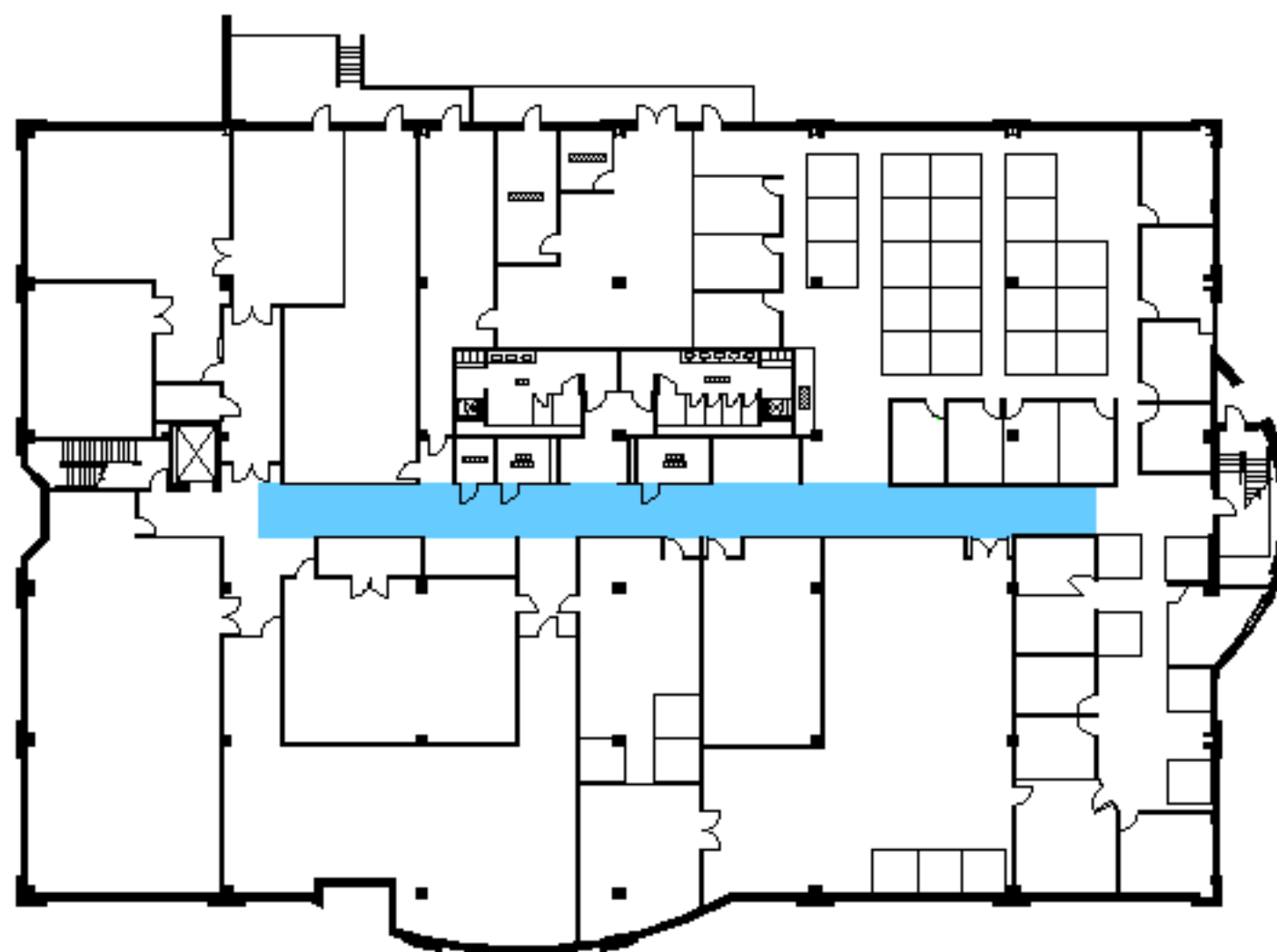
_____**REMARKS**_____

Person receiving call: _____

Telephone number where call received : _____

Date: _____

Report call immediately to: 696-7200



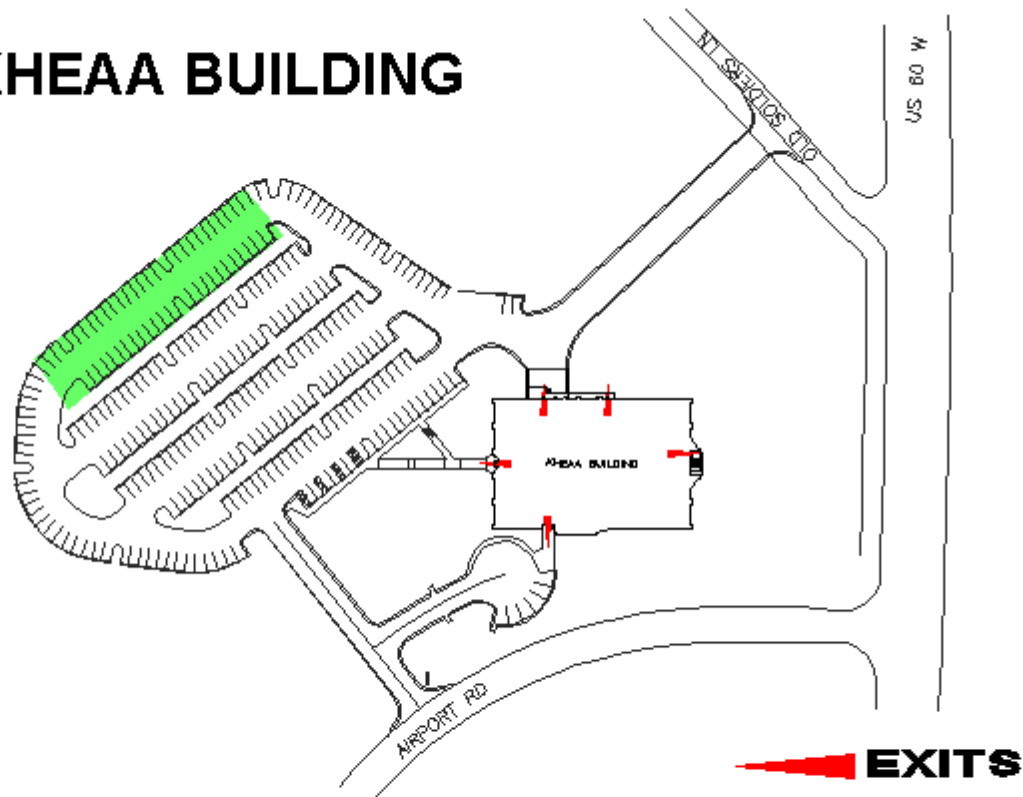
LOWER LEVEL

KHEAA BUILDING



TORNADO SHELTER AREA

KHEAA BUILDING



 **SAFE ASSEMBLY AREA**